

# Enterprise Human Resources and Payroll

## #2 - *TSP OPEN SEASON*



As of 10/15/02, users will no longer need to key PAR actions on the Administer Workforce page group for TSP actions. The following NOA codes will be inactivated; 963-0, 963-1, and 963-2. Users will only need to enter the TSP data on the Savings Plan page. The Payroll Interface will auto-generate the NOA's from the data on the Savings Plan page. In order for the TSP Open Season processing to be accurate, HR must set the correct TSP Status Code and Status Date when entering Hires and Transfers.

### **How will EHRP handle the upcoming TSP open season?**

During TSP Open Season, TSP actions will be processed as follows:

1. If no actions have been initiated by the employee, the TSP side process will be executed to update the data with a new status code. The TSP side process will update the status code by evaluating the TSP SCD date, the employee's current status code and the employee's eligibility. The side process will run on 12/1/02. When the side process updates the Savings Plan page, it will insert a row with an effective date of 12/1/02 and the new status code and status date.

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2. Personnel can initiate a TSP action on the employee's behalf. PERSONNEL NO LONGER NEEDS TO KEY THE PAR FOR TSP ACTIONS. The TSP change will only be entered on the Savings Plan page. A row will be inserted into the Savings Plan page. The effective date entered on that row will follow the proceeding logic:
- If the action is keyed between 10/15/02 and 12/14/02 then the effective date should be 12/01/02.
  - If the action is keyed between 12/15/02 and 12/28/02 then the effective date should be 12/15/02.
  - If the action is keyed between 12/29/02 and 12/31/02 then the effective date should be 12/29/02.

Personnelists will then key ONLY the updated contribution information and no longer need to key the TSP Status Code and TSP Status Date (except for Hires/Transfers).

See the status descriptions on the next slide:

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EHRP uses the following status codes to describe the employees TSP status:

- **I** – Applies to FERS employee's initial appointment. Employee is waiting for two open seasons to become eligible for government contributions. This employee may elect to participate in thrift within his/her first 60 days of appointment. If this employee decides to terminate his participation before becoming eligible for government contributions, his/her TSP status code should change to S during open season. If this employee decides to participate during his/her first 60 days, his/her TSP status code should change to W.
- **J** – Applies to FERS employee's initial appointment. The Employee is waiting for one open season to become eligible for government contributions. Then treated like I above.
- **W** – Applies to FERS employees who are participating in thrift but not eligible for government contributions.
- **S** – Applies to FERS employees who stopped participating in thrift prior to becoming eligible for government contributions. Previous TSP status code was W.
- **T** – Applies to any employee who stops participating in thrift with a TSP status code of Y.
- **E** – Applies to FERS employees eligible for government contributions.
- **Y** – Applies to participating CSRS employees and FERS employees who are participating and receiving government contributions.

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3. An employee may initiate a TSP through Employee Express. The following effective date logic will be applied to the action inserted into EHRP:
- If the action is keyed between 10/15/02 and 12/14/02 then the effective date should be 12/01/02.
  - If the action is keyed between 12/15/02 and 12/28/02 then the effective date should be 12/15/02.
  - If the action is keyed between 12/29/02 and 12/31/02 then the effective date should be 12/29/02.
- If an Employee Express action is entered into the employees record after the side process has run and the effective date is 12/01/02, then the Employee Express Action will update the side process row.
- If the TSP side process runs after an Employee Express action dated 12/1/02, then the side process will update the action.
- If the Employee Express action inserts an action with an effective date other than 12/01/02, then another row will be created in the Savings Plan page.

NO PAR ACTION WILL BE INSERTED INTO THE EMPLOYEE'S PERSONNEL ACTION RECORD.